

FINAL



WEARE BOARD OF SELECTMEN
MEETING MINUTES
June 20, 2005

PRESENT: LAURA BUONO CHAIRMAN; LEON METHOT, VICE CHAIRMAN; HELEEN KURK, SELECTMAN; DONNA M. OSBORNE, SELECTMAN; JOSEPH M. FIALA, SELECTMAN

TOWN ADMINISTRATOR: ROBERT CHRISTENSEN

RECORDING SECRETARY: Cherry Palmisano

GUESTS: Jim Blouin, Chief Gregory Begin, Chuck Metcalf, Frank Campana, George Malette, Nick Brown, Evelyn Connor, Forrest Esenwine, Ginger Esenwine, Mike Pacheco, Tom Carr, Brian McDonald, Carl Knapp

6:34 Chairman Laura Buono called the meeting to order.

1. PUBLIC PARTICIPATION – Mr. George Malette made a point of observation regarding Roto Rooter and suggested that a photograph and measurements be taken of the line so if there is a problem it will be easy to find.

Mr. Malette spoke regarding the vent situation at the Safety Complex and stated that he doesn't like the idea of having to remove snow and would like the Board to ask the Code Enforcement Officer to look at the vent. He requested that the Board please check with the manufacture to see if there is another option. Mr. Christensen stated that the vent was installed according to code. Mr. Malette would like to make sure that carbon monoxide detectors are installed and working properly.

2. DEPARTMENT HEAD – Mr. Chuck Metcalf, Chairman of PARC, stated that Mr. George Bougher would like to join the Commission. Mr. Metcalf informed the Board that the water pump at Chase Park burned out about 2 weeks ago, the pump pressurizes the water to the bathrooms and cost \$574.50 to replace which will need to come out of the CIP. Chairman Buono asked why not take the funds out of the Chase Park repair fund. Mr. Metcalf stated that those funds are allocated to repairs and not operating budget and he feels that the pump is an operating expense. Chairman Buono asked what types of things usually come out of that line? Mr. Metcalf said that there are issues with toilets and that there are picnic tables that need to be replaced and the funds will need to come out of that line. It was discussed that they will submit it to the Trustees to see if it can come out of the CIP fund.

Mr. Metcalf told that Board that he received a phone call from Mr. Buxton. Mr. Buxton had his property surveyed and it was determined that part of the soccer field down at Bolton Field is actually on his property. Mr. Metcalf and Mr. Jim Blouin went down and spoke with Mr. Buxton and he would like to have an easement signed by the town to have his property line documented. Mr. Buxton would like a fence along the right of way up to Granite State Telephone to keep out ATVs. Mr. Metcalf stated that the field is actually 30 feet too narrow to be a legal sized soccer field and Mr. Buxton stated that he would be willing to work out the other 30 feet. Vice Chairman Methot asked Mr. Christensen to look in the file for a previous survey. Selectman Fiala suggested a possible lot line adjustment could be done and Chairman Buono agreed that it might be the best solution. Mr. Metcalf asked who from the town would take the lead as a contact and Chairman Buono stated

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that it really needs to go through the Board. Vice Chairman Methot stated that it might be best to talk with Naomi Bolton after Mr. Christensen pulls the file and have her contact Mr. Buxton.

Selectman Fiala asked if there was a “no dogs allowed” sign posted at Bolton field yet and Mr. Blouin stated he was working on it.

Police Chief Gregory Begin said that Malcolm Wright requested the Police move there bikes out of the shed behind Town Hall. Chief Begin stated they would like to hold a silent auction during the Patriotic Celebration to sell the bikes and any bikes not sold will go to the transfer station. Selectman Kurk suggested donating them to an organization.

Chief Begin updated the Board on the new cruiser and stated that Ford is behind and the cruiser will be later than originally promised.

Chief Begin informed the Board that the grants they signed last week have been delivered to Homeland Security.

The Board thanked the Chief for all the cruiser visibility.

3. CONSERVATION COMMISSION – Conservation Commission Chairman Mr. Tom Carr informed the Board that they have 6 active members and 1 alternate. Things are going well and they are continuing to work with the Planning Board on subdivisions. The Open Space Committee has been accepted as a sub committee to the Conservation Commission and hold regular meetings at the Town Office but they do not have a key. Mr. Christensen said he would make sure they have access.

Mr. Carr stated that about a year ago he came before the Board regarding unrestricted money from PSNH for the Conservation Commission. Mr. Carr wanted to establish a separate account for these funds and was directed to the Finance Administrator. Mr. Carr said that the Finance Administrator did not want to establish a separate fund and the money was placed into the General Fund and was used for another purpose. Mr. Carr informed the Board that John Ciampi was awarded an Environmental award with a \$250 grant to the entity of his choice and needs an account to deposit the funds into. Mr. Carr would like the Conservation Commission to open an account and manage the account and submit an invoice twice a year. Chairman Buono stated that any account that gets set up has to go through the Treasurer. The Open Space Committee is putting together a plan for unmarked properties and would like to get signs up to mark these properties and would like to use the grant money to make signs for these properties. Selectman Fiala said that he is the ex-officio to the Conservation Commission but unfortunately he has conflicts with Wednesday night meetings. Selectman Kurk asked Mr. Carr to keep them posted on the fund.

4. TOWN CLERK – Ms. Evelyn Connor updated the Board on happenings in the office and stated that revenues are up over \$80,000 through May. Ms. Connor said they have been issuing a great deal of passports and there were 87 passports issued last year and they have already issued over 70 to date. Dog registrations are all due and fines are being issued with 1,805 already licensed. Ms. Connor stated that the drawers in the Conservation Room were put there for Finance use and she feels they should be put to use and not discarded because they were fairly expensive. Ms. Connor voiced that the vault downstairs needs to be utilized by the Town Office and that the Police Department documents should be brought over to the Safety Complex. Ms. Connor informed the Board that Maureen Bilodeau will be going on vacation and they need help to cover this vacation. They need to have three people in the office next week because taxes and vehicle registrations will be due. Maureen Bilodeau will be out for 2 weeks and then be back for 4 days and Evelyn will go on vacation for 2 weeks. Things will slow down after the taxes are due but the next 2 weeks will be very busy.

Vice Chairman Methot stated that he was in Goffstown last week and heard that one of the State Representatives has resigned and there might be a need to hold a special election. They need to know how much this special election will cost. There will be a joint meeting between Goffstown Selectman and Weare

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Selectman to decide whether they really need the election or if they can wait until March. Ms. Connor stated that she has not received anything official from the Secretary of State.

Ms. Connor informed the Board that they received a \$150 refund from Harver Corp and it is currently in the General Fund and needs to go back into her budget. Ms. Connor explained to the Board that the trip she was supposed to go on and couldn't because of illness in the office was refunded and needs to go back into her seminar fund.

Ms. Connor stated that the Patriotic Committee has been working diligently on the Patriotic Celebration scheduled for July 15, 16 and 17th and it should be a very large parade. Rock and Roll is the theme of this year's parade.

5. DISCUSSION ON CITIZEN CORPS – Michael Pacheco, Contractor with the Dept of Homeland Security for the State of New Hampshire distributed handouts to the Board as well as Chief Begin. Mr. Pacheco informed the Board that the need for citizen preparedness is very strong for all hazards. Citizen Corp became a network within the community to help first responders. The Citizen Corp counsel, which a local town official needs to sponsor, asks that you partner with other organizations in the community as well as with people who have interest in the community. The counsel's primary goal is for outreach, education and training. The Federal Government has no model of what a Citizen Corp looks like. All over the country the counsels mimic what the town looks like and represent the best interest in the town. Citizen Corp will pay for surveys to determine the skills in your community and who has the skills and who will be willing to help in emergency situations. Citizen Corp believes that the people who would like to volunteer their time deserve to be trained and they try to bring skilled volunteers to the table. Within Citizen Corp there are several charter programs and community emergency response teams and the Federal Government will train them in volunteer management, how to use AED, and search and rescue. CERT wants to make it easier for first responders to do there jobs and trains volunteers to help in circumstances to leave first responders available for other emergencies. The Department of Homeland Security offers a \$15,000 grant until the end of the year, \$4,800 of which will go to the Emergency Response Director. After the start up period there are no restrictions on the grants that you can request and there is no match requirement for any fund to come into the town. They will provide additional grants for training of volunteers and supply them with the necessary emergency equipment they might need. The grant of \$15,000 has already been received by the town of Weare. They are there to mentor the town on how to get the program established. Selectman Kurk questioned Mr. Pacheco as to the availability of funds every year. Mr. Pacheco stated that there is no waiting period to apply for the next grant and no tax impact ever to the citizens of Weare. The program looks very healthy and is able to sustain its counsels as well as establish new ones. Mr. Pacheco said that when you establish a CERT team there are two ways to get your team trained, Citizen Corp can train all your volunteers or you can send a volunteer to go down to Maryland to get trained and then they can train your community.

6. PUBLIC HEARING – To hear public testimony and comment on the Weare Athletic Club's donation of approximately \$50,0000 worth of playground equipment to the Town of Weare

Chairman Buono opened the public hearing at 8:00 p.m.

Mr. Brian McDonald expressed his gratitude towards the three individuals who organized the building and donating of the playground. Mr. McDonald requested that a letter be sent to Lisa Wetherbee, Kim Bergeron, Misty Oliphant in appreciation of what they did for the town. They sold a total of 213 bricks for the playground and they are scheduled to arrive in 6-8 weeks. Mr. McDonald presented a letter to the Board stating that the Playground was built in accordance to the manufacturer's standards and meets all requirements. Selectman Kurk stated that in accepting this playground the town increases its insurance payment by \$400 a year. Chairman Buono stated that the playground is a wonderful community accomplishment and very appreciated. Mr. McDonald publicly thanked PARC, Harry Wetherbee and Geotechnical Services in Goffstown, Jeff Brown

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Construction, Carl Knapp, Knoxland Equipment, Weare to Rent, Selectman Kurk and Selectman Fiala and all the volunteers who participated in the playground efforts.

Chairman Buono closed the public hearing at 8:10 p.m.

Vice Chairman Methot moved, Chairman Buono seconded to accept the \$50,000 donation from WAC for the town playground. Passed 5-0-0.

7. LAKE HORACE LAND OWNERS CORP. – Discussion of donating Town’s Membership in NH Lakes Association – On behalf of the Lake Horace Land Owners Corp Mr. Propper requested that a membership be donated to the Town of Weare in NH Lakes Association. Mr. Propper stated that this donation would enable PARC and the Town of Weare to receive valuable information from this worthwhile association. Selectman Kurk asked what the membership would provide. Mr. Propper said they do have a grant program which has something to do with matching funds and would help to educate the town on shore line protection.

8. ADMINISTRATIVE REPORT – Chairman Buono stated that the Board met of Tuesday and one item on the agenda was the discussion of Health Insurance and the anticipated increase of 26%. The Board signed the new policy which will go into effect immediately.

The Board signed the contract for Cartographics for tax map maintenance which has already been budgeted for.

9. MANIFESTS

Chairman Buono moved, Vice Chairman Methot seconded, to authorize the Board of Selectman to sign Manifest and order the Treasurer to sign checks dated June 23, 2005. Passed 5-0-0.

Accounts payable	\$40,460.74
Gross Payrolls	<u>\$28,465.15</u>
Total	\$68,925.89

10. PUBLIC HEARING – To hear public testimony and comment on Adamson Industries Corporation’s donation of \$1,752.50 of police radio equipment and services to the Town of Weare’s Police Department

Chairman Buono opened the public hearing at 8:30 pm

Chief Gregory Begin stated that he dropped the vehicle off with some equipment they had lying around the Police Department and when he went to pick up the vehicle it was marked “Donation” the owners stated that since the vehicle was donated they wanted to do their part and donate the equipment and services to have the cruiser lit up.

Chairman Buono closed the public hearing at 8:32 pm

Selectman Fiala moved, Vice Chairman Methot seconded to accept the donation of \$1,752.50 from Adamson Industries Corp. Passed 5-0-0.

11. Emergency Management Director Discussion – It was discussed that a letter was received from the Board of Firewards stating that they were disappointed that the Chief of Police and Fire Chief were not chosen as co-chairs for this position. Vice President Methot stated that the Board felt it would be best to keep the Chief’s out of this position to keep them available for first response. Chief Begin has some concerns on the parameters of the individual who will hold this position. Communication will all come to play before an emergency takes place. The Board discussed narrowing down the applicants of Emergency Response Director’s down to three individuals then having further discussion before the interview process. Vice Chairman Methot asked Mr. Christensen if he sent out a listing of duties for this position and Mr. Christensen stated that he had. Selectman Kurk feels that both Chief’s should be present for the interview process along with Carl Knapp. Chairman Buono did not take part in the discussion because her husband volunteered for the position.

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12. Discussion of Filling Open Town Positions – Chairman Buono stated that the Board met on Tuesday and received a letter of resignation from the Town Administrator effective June 30, 2005.

There are currently 2 open positions at the Transfer Station, 1 open position at the Highway Department, Finance Administrator and Town Administrator.

Mr. Knapp stated that they are in need of a transfer station manager which requires certification, truck driver position, and transfer station attendant. The position needs to be filled by August 1 and Mr. Knapp has posted the qualifications for this position. He would like to get a couple of part time individuals to help cover the bases for the interim and feels this would better suit his needs rather than a full time person. Mr. Knapp has someone who is a level 4 solid waste certification who would be willing to fill in for now but he would like the position available at the highway department. This man is willing to fill in at the transfer station and Mr. Knapp will hold the truck driver position open for him until the transfer station position is filled. Mr. Knapp has checked around to surrounding towns and feels that the town's pay scale needs to be adjusted in the next budget and would like to see one wage line for Public Works in the next budget season. Chairman Buono questioned what happened in the past when only 1 person was certified and what would happen when he went on vacation. Mr. Knapp stated that a Supervisor has to be on site when the transfer station is open. Chairman Buono asked if the state is strict as to whether he would have to be on site at all times. If we had 2 or 3 part time people and we have 2 employees who are certified to the level needed does that person need to be on site at all times or just somewhat in the area to get there in a timely manner. Chairman Buono stated that we need to gain some ground, and work within the guidelines of the state and possibly have the 2 part time positions at the transfer station to help the budget for now. Mr. Knapp really needs a part time person to cover the transfer station attendant position so that the highway employee can go back to highway. Mr. Knapp will move ahead with the part time position now and set up a meeting with the Board to meet with the individual interested.

Vice Chairman Methot said that it was suggested to get a citizen committee together to research the resume's submitted and narrow down the candidates. Selectman Kurk is wondering if this is the time to research the requirements of the Town Administrator and Finance Administrator. Vice Chairman Methot has done some research into other communities as to whether we truly need a Finance Administrator or just a book keeper and it was suggested that a Finance Administrator is needed. Chairman Buono agrees that a citizen committee to look at these candidates would help because they can focus their time on the candidates. Chairman Buono stated that they really need to have a clear course to get these positions filled in the interim which is in the best interest of the town and asked about outsourcing the payroll and payables in the interim and what does that entail. It was discussed that they need to post the Finance Administrator for an interim position to research the position further. Selectman Kurk would like to get a temp person in here for the interim so that they can research candidates.

Vice Chairman Methot said we should advertise for a part time Finance Administrator for the interim. Chairman Buono feels that it might be easier to get a temporary book keeping service for now to get us through for payroll and payables.

Discussion on Maureen Bilodeau going on vacation for 2 weeks and how are we going to have Tina Pelletier go back and forth upstairs and also take care of her usual job. Selectman Kurk is concerned with burning out Naomi Bolton and Tina Pelletier.

Chairman Buono stated that the difficulty is that there are so many different deadlines and things need to be done. Chairman Buono doesn't want to worry about things getting done and doesn't want anyone getting burned out or overburdened. Ms. Pelletier is trying to compile a list of when things need to be done in the Finance Office. Mr. Christensen is going to hunt down the service for payroll.

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Vice Chairman Methot mulled over the suggestion from last Tuesday as far as transferring information from the Town Administrators office to the Board.

Vice Chairman Methot stated that Terry Knowles, Gene Bilodeau, Teresa Pinto would be his recommendation for the citizens committee. Mr. Christensen suggested Peter Flynn from Henniker. Selectman Kurk asked if this group would also define these positions as well. Vice Chairman Methot said yes and they would go through resumes and narrow down candidates.

Chairman Buono asked what is it exactly that we need Naomi Bolton to do. Mr. Christensen responded that what needs to be in place is that someone needs to be able to come to the Board meeting and bring the information back to the appropriate individuals, answer all critical phone calls and make sure everything is routed in the right direction. Mr. Christensen envisions the maximum of 12 hours over the next 2 weeks of Ms. Bolton's time to keep the communication going. The goal is also to the workload of Merry Rice the same and not to over burden her. Chairman Buono asked if it is out of the question to ask the Department Heads to attend our meetings to keep them updated. Chief Begin stated that he would be comfortable with Deputy Chief Quigley handling the Police Department and he could fill in as Town Administrator. Chairman Buono is really concerned that as a Board member she doesn't want to get a phone call stating that something was overlooked and to feel that everything is covered. They had to pay out a good chunk of accrual funds for the employees whose employment was terminated. Selectman Kurk asked Ms. Bolton how this impacts the work that she does downstairs. Vice Chairman Methot said that she has set deadlines every month.

It was discussed that Chief Begin would fill in as Town Administrator and Naomi Bolton would back him up.

Ms. Pelletier asked Mr. Christensen if he would like her to update the interim individual on the software package.

It was discussed that the Board would meet on Tuesday, June 28, 2005 at 6pm.

The Board scheduled their next coffee hour for Saturday, September 10, 2005 - 9-11 am in the Sawyer Room.

Mr. Malette asked the Board if they have discussed having anyone present at the Old Home Day on August 27th to be held at the Town Center.

Chairman Buono moved, Co-Chairman Methot seconded, to enter into nonpublic session @ 10:33 p.m. pursuant to the authority granted in RSA 91-A:3II(c). A roll call vote was taken. Vice Chairman Methot - yes; Selectman Osborne - yes; Selectman Kurk - yes; Selectman Fiala - yes; Chairman Buono - yes. Passed 5-0-0.

9. ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary